

## MSFC FLEXIPLACE SAFETY AWARENESS STANDARDS

1. A fire extinguisher is located within 75 feet of the work space.
2. The location has an emergency exit plan available.
3. A smoke detector is available.
4. The work space has adequate illumination.
5. All circuit breakers and/or fuses in the electrical panel are labeled as to the intended service.
6. Circuit breakers clearly indicate if they are in the open or closed position.  
All electrical equipment is free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceilings).
7. The building's electrical system will permit the grounding of electrical equipment.
8. Aisles, doorways, and corners are free of obstructions to permit visibility and movement.
9. File cabinets and storage closets are arranged so drawers and doors do not open into walkways.
10. Chairs do not have any loose casters (wheels). The rungs and legs of the chairs are sturdy.
11. The phone lines, electrical cords, and extension wires are secured under a desk or alongside a baseboard.
12. The work space is free of asbestos containing materials. (If asbestos containing material is present, it is undamaged and in good condition.)
13. The work space is free of indoor air quality problems.
14. The work space is free of noise hazards (in excess of 85 decibels).
15. There is a potable (drinkable) water supply.
16. Adequate ventilation is present for the desired occupancy.
17. Lavatories are available with hot and cold running water.
18. All stairs with 4 or more steps are equipped with handrails.
19. The office space is neat, clean, and free of excessive amounts of combustibles.
20. Floor surfaces are clean, dry, level, and free of worn or frayed seams.
21. Carpets are well secured to the floor and free of frayed or worn seams.

Provide a brief description of the designated work area (e.g., specific area in room where work will be performed):


Identify safety standards not met:


I certify that to the best of my knowledge safety standards, except as noted, are met.

Employee's Signature:

Date: